



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING AND RESEARCH, KOLKATA**

(An Autonomous Institution under the Ministry of Education, Govt. of India)

Block – FC, Sector – III, Salt Lake City, Kolkata – 700 106

Website: <http://www.nitttrkol.ac.in>

**Procurement of Consultancy Services by appointing Chartered Accountant Firm
on purely contract basis**

Applications are being invited from resourceful, well experienced and highly capable Chartered Accountant Firm for scrutinization and reconciliation of accounts of the Institute for the last 15 years. Tender Document (TD) is obtainable from the Institute's website from 08/09/2023 to 29/09/2023. **EMD of Rs.5000/-** is payable through separate **DD i/f/o Director, NITTTR, Kolkata** The last date of submission of **TD is 29/09/2023 upto 3 pm**. Tender will be opened at **4 pm** on the same date.

For details visit Institute's website < <http://www.nitttrkol.ac.in>>.

Advt. No. 07/2023-24

DIRECTOR

Advt. No. 07/2023-24

**Procurement of Consultancy Services by appointing
Chartered Accountant Firm on purely contract basis
at
National Institute of
Technical Teachers' Training and Research, Kolkata**



TENDER DOCUMENT

FOR

**SCRUTINIZATION AND RECONCILIATION OF
ACCOUNTS OF THE INSTITUTE FOR THE
LAST 15 YEARS**

**National Institute of Technical Teachers' Training and Research, Kolkata
Sector-III, Salt Lake, Kolkata-700106, West Bengal**

Tender for Procurement of Consultancy Services by appointing Chartered Account Firm at
National Institute of Technical Teachers' Training and Research, Kolkata

Table of contents

INDEX

Point	Description	Page Nos.
1.1	About the Institute	2
1.2	Objective of the Assignment	2
1.3	Scope of Work	3
1.4	Period of engagement	3
1.5	Instructions to bidder	3-4
1.6	Qualification/Eligibility Criteria	5
1.7	Statutory and Contractual Obligations	5
1.8	Terms and Conditions	5-6
1.9	Services & Facilities	6
1.10	Earnest Money Deposit	6
1.11	Mode of dispute resolution	6
	Annexure-A	7-8
	Annexure-B	9

Tender for Procurement of Consultancy Services by appointing Chartered Account Firm at
National Institute of Technical Teachers' Training and Research, Kolkata

1.1 About the Institute

National Institute of Technical Teachers' Training & Research (NITTTR), Kolkata was established in 1965 as Technical Teachers' Training Institute (TTTI), Calcutta at the premises of Jnan Chandra Ghosh Polytechnic, Calcutta. This was the first of four such regional Institutes (other three being at Chandigarh, Bhopal and Chennai) established by then Ministry of Education, Govt. of India as fully centrally funded autonomous institution. Since 1980, the Institute is located at Salt Lake City. The primary focus of the Institute is to provide in-service training to the teachers and staff of Degree and Diploma level technical institutions and conduct activities related to the quality improvement of the technical education system of the country. NITTTR, Kolkata has been actively involved in improvement of the quality of the technical education system in various states including those in the north-east through innovative academic interventions, providing assistance to policy makers at the national and state levels, in formulation of educational plans, projects and their implementation in the fast changing scenario. The Institute has also established two extension centres at Guwahati (in 1999) and at Bhubaneswar (in 2000) for reaching out to its clients in North-Eastern states and Odisha respectively. By virtue of working closely over the last few decades, this institute has developed a thorough understanding of the technical educational needs of the states in the eastern region including those in the North-east.

NITTTR, Kolkata has two campuses one at Block-FC, Sector-III, Salt Lake, Kolkata-700106 and the other one is at DN-61, Sector-V, Salt Lake, Kolkata-700091. While the Institute operates its educational activity from its FC Block Campus spread over 11 acres of land, the other Campus at DN-61, Sector-V, Salt Lake is meant for Residential purposes only.

1.2 Objective of the Assignment:

To audit the accounts of the Institute maintained by the Accounts Section, for financial years 2006-07 onwards. The audit should assess whether:

1. Financial management systems and internal and operational control procedures of the Institute are being adhered to as per Government of India's guidelines.
2. The financial reports being submitted by NITTTR, Kolkata are in agreement with the books of account and can be relied upon to support the disbursements made by Government of India.
3. To submit a report of factual findings with regard to the agreed accounting procedures of Government of India to be performed.
4. Reconciliation of entire accounts of the Institute so that it tallies with the utilization certificate and PFMS.
5. Examining the procedure that has been followed correctly in case of procurement of goods, appointments and fixation of pay, other benefits granted to employees from time to time.

1.3 Scope of Work

The audit should be carried out in accordance with Standards on Auditing practice issued by Institute of Chartered Accountants of India (ICAI) and also CAG which will include such tests and controls as the Auditor considers necessary under the circumstances. Specific areas of coverage of the audit will include, but not be limited to, the following:

- i. Assess the adequacy of the Institute's financial management system, including internal controls.
- ii. Assess compliance with the provisions in the government of India rules and regulation issued from time to time.
- iii. That all funds received from the Ministry of Education have been used with due attention to economy and efficiency, and particularly for the purposes for which the financing was provided and approved;
- iv. That all necessary supporting documents, contracts, records, and accounts have been kept in respect of all expenditures in proper forma and that clear linkages exist between that accounting records, accounts books and the monthly/ quarterly financial reports.
- v. Status of reconciliation of the accounts maintained by NITTTR, Kolkata with their respective bank.
- vi. The above list of scope of work is only illustrative and not exhaustive.
- vii. The Director, NITTTR, Kolkata at his own discretion may assign other duties / services as and when required.

1.4 Period of engagement / completion of job

The scrutinizaion and compilation job shall be completed within 3 (three) months from the acceptance of the offer. Further extension for completing the job is subject to approval of the Director, NITTTR, Kolkata.

1.5 Instructions to bidder

Sealed tenders are invited under two bid system (i.e. Technical & Financial). Bidder should take due care to submit tender in accordance with the requirements in sealed covers. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

- i Quotation should not be submitted through email or any electronic mode.
- ii Rate should be quoted both in figures and in words.
- iii Conditional Application/ late Application will not be considered
- iv Validity of quotation should be 90 days.
- v All the relevant documents as required should be enclosed otherwise the tender will be rejected.
- vi Requisite earnest money of Rs.5000/- should be submitted by way of Demand Draft in favour of Director, NITTTR Kolkata along with the Tender Document. However, exemption as per GOI rules shall be applicable mutatis mutandis.
- vii If any overwriting made in quotation the same should be strike out and clearly written and initialled.

Tender for Procurement of Consultancy Services by appointing Chartered Account Firm at National Institute of Technical Teachers' Training and Research, Kolkata

- viii All the pages of tender document are integral part of the tender and the same should be stamped and initialled at the time of submission.
- ix The tenders should be submitted in a sealed cover marked "QUOTATIONS for Appointment of Chartered Accountant Firm" on the top of the envelope, with quotation No. & date. NITTTR Kolkata authority shall not be responsible for any postal delay, difficulties/inaccessibility etc., for any reason what so ever. **Last date of submission: 29/09/2023 till 3 pm.**
- x Technical Bid will be opened on **29/09/2023 at 4 pm** in presence of desirous applicants. In case any representative wants to be present on behalf of the firm, he/she must produce letter of authority with signature attestation and proof of his/her identity.
- xi Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the applications submitted by the firm who resort to canvassing will be liable to rejection.
- xii Name of the successful responsive technical bidder will be displayed at Institute's website and Notice Board.

1.5.1 Submission of the Proposal

The Bid shall be submitted in a sealed envelope at **National Institute of Technical Teachers' Training & Research, Block – FC, Sector – III, Salt Lake City, Kolkata – 700 106** with clear inscription as "QUOTATIONS for Appointment of Chartered Accountant Firm" on top of it before due date and time.

- a) The Bid shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Bid and "Cover-B" shall contain the Financial Bid.
- b) Technical and Financial Bid shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/FINANCIAL BID" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (ix) above.
- c) Any material omission in the proposal shall make the proposal unacceptable at the discretion of the Institute Authority and the bid will be liable to be rejected.
- d) The Proposal shall remain valid till 90 days from the date of submission of the proposal or award of the assignment whichever is earlier.

Contents of the Bid

- a) The Technical Bid in addition to proof of eligibility shall contain:
- i) All the information, documents and clarifications as required under **Annexure – A.**
 - ii) Copy of the Tender Document signed on every page by the duly authorized Signatory.
- b) The Financial Bid shall be submitted in the format given in **Annexure – B.**

Evaluation and Selection

- a) The bid shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bid shall be opened for those Firms who will qualify in the technical bid after evaluation.
- c) Selection will be based on the Least Cost System.

1.6 Qualification/Eligibility Criteria

The interested Bidders shall have to comply with the following criteria to participate in the tendering process-

- i Must be registered with the Institute of Chartered Accountants of India and working for not less than 10 years as on 1st April 2023. (Self-Attested copy of Registration Certificate issued by ICAI to be furnished.)
- ii The firm must be empanelled with C&AG in major list at least for five years. (Self-Attested copy of latest C&AG Empanelment Letter to be furnished).
- iii Must be having minimum one Fellow partner and three Associated Member as on 1st April 2023 (Self-Attested copy of latest Constitution Certificate from Institute to be furnished).
- iv Must be having a minimum five years of experience as on 31st March, 2023 in conducting Internal Audit with Central Govt. Department/Autonomous Body under Govt. of India with annual turnover exceeding Rs.20 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such organization/Bodies along with extract of Audited Financial Statements in support of income and expenditures to be furnished).
- v Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished).
- vi Must be having minimum Average Annual Income of Rs.50 Lakh during the last 3 Financial Years i.e. from 2020-21 to 2022-23. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.)
- vii The Chartered Accountant Firm must have at least Four (04) qualified Chartered Accountants and the firm should have at least Twelve (12) audit staff/article clerk.

1.7 Statutory and Contractual Obligations

Minimum content of the Accounts to be provided by the firm:

- i Yearly and cumulative statements of sources and utilization of funds.
- ii Reconciliation between the amounts shown as received by the Institute and those shown as being disbursed by Ministry of Education.
- iii Cumulative status of funds by category.
- iv A statement of comparison between actual expenditures and budget estimates.
- v Full disclosure of cash balances; and
- vi Opinion on whether NITTTR, Kolkata has complied with Government of India's guidelines for operation.
- vii Reconciliation between the amounts shown as received by the Institute and those shown as being disbursed by the Ministry of Education.
- viii Other statements or disclosures relevant to the Accounts

1.8 Terms and Conditions

- i NITTTR, authority shall disqualify the firm if it finds at any time that the performance of the Chartered Accountant Firm is unsatisfactory and in such cases the decision of NITTTR Kolkata authority will be final & binding.
- ii Payment will be released after satisfactory completion of work and duly certified by the Consultancy Management Committee/Competent Authority.
- iii The execution of work should be started within 7 days and be completed 90 days from the date acceptance of the offer.
- iv NITTTR Kolkata authority reserves the right to cancel the whole or part of the tender without assigning any reason.

Tender for Procurement of Consultancy Services by appointing Chartered Account Firm at
National Institute of Technical Teachers' Training and Research, Kolkata

- v Decision of the NITTTR Kolkata authority on selection of the successful bidder, acceptance and rejection of part or all Quotations shall be final & binding.
- vi The successful bidder shall have to unconditionally accept the order. The contracts shall be incorporated in accordance with the laws of Union of India.
- vii The successful bidder shall have to enter an agreement as per contractual obligations laid down in the Tender Document.
- viii The successful bidder shall have to deposit Performance Security @ 5% of the estimated cost within 21 days from the date of acceptance of offer.

1.9 Services & Facilities

Facilities such as Office space, electricity, water, stationary material for office work, photocopy/scan facilities, PC, printer, relevant software will be provided by NITTTR Kolkata

1.10 Earnest Money Deposit

Bidder shall have to deposit by way of Demand Draft in favour of Director, NITTTR Kolkata an amount of ₹5,000/- as earnest money deposit which will be returned to unsuccessful bidder and no interest will be paid on EMD. The relaxation of EMD will be applicable as per Govt. of India rule to eligible bidder. In case in the event of withdrawal the application / refuse to execute the work, the earnest money will be forfeited.

1.11 Mode of Dispute Resolution

In case of any dispute arising out of this agreement then Director, NITTTR, Kolkata shall nominate any officer of the NITTTR, Kolkata a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, settlement of all disputes are subject to the jurisdiction of the court in Calcutta only.

Tender for Procurement of Consultancy Services by appointing Chartered Account Firm at
National Institute of Technical Teachers' Training and Research, Kolkata

ANNEXURE – A

The Director
National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Profile of the Applicant (To be furnished along with the Technical Proposal Cover “A” on the Letter Head of the Firm):

Sl No.	Particulars	Details
1.	Name and Address of the Chartered Accountants Firm	
2.	Date of Registration with Institute of Chartered Accountants of India. (Self Attested copy of Registration Certificate issued by Institute of Chartered Accounts of India to be furnished.)	Date of Incorporation/ Registration : Date of opening of Main Office or Branch Office :
3.	Year of empanelment with C&AG. (Self Attested copy of latest Constitution Certificate from Institute of Chartered Accounts of India to be furnished)	
4.	No. of FCA Partners as on 1 st April 2023. (Self Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished)	
5.	Name, Designation, Contact No. and Address of the Contact Person/Local Representatives	
6.	Years of experience (as on 31 st March 2023) in conducting Internal Audit with annual turnover exceeding Rs.50 Crores. (Self Attested copies of Appointment Letters/Agreements/Work Orders issued by such Organizations along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Organizations)	Separate sheet may be attached, if needed comprising of following details : 1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
7.	Firms having experience in conducting Internal Audit of Central Govt. Organizations/Autonomous Bodies for at least 3 years in last five Financial Years i.e., from 2018-19 to 2022-23. (Self Attested copies of Appointment Letters/Agreements/Work Orders issued by such Organizations to be furnished.)	
8.	No. of Staff of the Firm (Self Attested copy of documentary evidence in this respect to be furnished.)	
9.	Date of Registration under Goods & Service Tax Act. (Self Attested Goods and Service Tax Registration Certificate to be furnished)	

Tender for Procurement of Consultancy Services by appointing Chartered Account Firm at
National Institute of Technical Teachers' Training and Research, Kolkata

10.	Annual Income of the Firm for last three Financial Years i.e., from 2020-21 to 2022-23. Self Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.	
11.	Any other details the Firm would like to furnish (Example : Awards & Accreditations.)	

Note : i) Information may be furnished in separate sheet(s) wherever necessary.
ii) In case of documents, they should be self Attested photocopies.

We hereby agree with all the terms and conditions of the NITTTR, Kolkata and we hereby undertake to abide by same.

Authorized Signatory
(Signature and Seal of the Authorized Signatory)

Date:

Place:

Tender for Procurement of Consultancy Services by appointing Chartered Account Firm at
National Institute of Technical Teachers' Training and Research, Kolkata

ANNEXURE – B

The Director
National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Financial Proposal (To be furnished in Cover "B" on the Letter Head of the Firm)

Name and Address of the Bidder:

Price Details:

Sl No.	Particulars	Amount Rs.	GST	Total Amount
	Total cost for providing service of Chartered Firm			
	Total			

Total Amount Rs. (in words) _____

We hereby agree with all the terms and conditions of the NITTTR, Kolkata and we hereby undertake to abide by same.

Authorized Signatory
(Signature and Seal of the Authorized Signatory)

Date :

Place :
